

## THE NAVAJO NATION

## Department of Personnel Management

REQUISITION NO: OOC02814017  
POSITION NO: 202549  
POSITION TITLE: \_\_\_\_\_

DATE POSTED: 06/27/17  
CLOSING DATE: 07/11/17

DEPARTMENT NAME / WORKSITE:		<b>Office of the Controller - Accounts Payable Section - Window Rock, AZ</b>			
WORK DAYS:	<u>Mon-Fri</u>	REGULAR FULL TIME:	<input checked="" type="checkbox"/>	GRADE/STEP:	<u>AB58A</u>
WORK HOURS:	<u>8 am-5 pm</u>	PART TIME:	<input type="checkbox"/>	NO. OF HRS./WK.:	<u>24,128.00</u> PER ANNUM
		SEASONAL:	<input type="checkbox"/>	DURATION :	<u>11.60</u> PER HOUR
		TEMPORARY:	<input type="checkbox"/>		

Under general supervision of Accounting Supervisor, performs clerical and accounting duties requiring a working knowledge of accounting functions with accuracy and attention to detail. Processes invoices, check requests, and expense reimbursements through data entry in JD Edwards FMIS system. Determines funds availability and reviews source documents for completeness and accuracy, detecting for any discrepancies. Records entries in FMIS, ensuring correct allocation of all debits and credits. Provides clarification and interpretation of policies and procedures. Identifies and escalates account maintenance issues to Supervisor in a timely manner. Facilitates communication with vendors and external Navajo Nation staff to resolve account related discrepancies. Proactively communicates work status, performance, challenges and issues. Time management essential to handle multiple tasks and assignments. Performs other duties as requested.

**Minimum Qualifications:**

- A high school diploma/GED; supplemented by college level courses in bookkeeping and/or accounting and two (2) years of increasingly responsible bookkeeping or clerical accounting experience; or an equivalent combination of education and experience.

- A favorable background investigation is required.
- Possess a valid state driver's license.

**Special Knowledge, Skills and Abilities:**

Must demonstrate time management for assigned tasks, ability to meet assigned deadlines, and ability to achieve/maintain communicated productivity levels. Ability to effectively execute against assigned priorities, as well as determine priorities independently. Demonstrate tenacity and diligence in following up on outstanding issues to ensure customer satisfaction. Must demonstrate exceptional ability for attention to detail, strong written and verbal communication skills for reporting status on assigned tasks and issues. Ability to communicate with internal staff and external vendors/customers. Must demonstrate a sense of urgency with respect to payment processing as well as a strong aptitude for problem solving. Ability to work independently and under pressure. Flexibility to work in a fast paced dynamic environment. Must be ambitious, a self-starter, enthusiastic and respectful.

Revised: 02/26/2014